

**SECRET**

(CLASSIFICATION)

Executive Registry

62-3139

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A - 7

Date 8 May 1962

TO : Deputy Director (Support)

SUBJECT :

REFERENCE:

1. At the staff meeting on May 8 the Deputy Director stated that he felt the open area in the center of the building could be better utilized.
2. The Deputy Director requested that a study be made of this subject.

Lyman B. Kirkpatrick  
Executive Director

Written by  as Action Memo #4

LBK/jrc

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SUSPENSE DATE:

(CLASSIFICATION)

Director's Staff Meeting, 8 May 1962

ACTION MEMORANDUM # 4

TO:

[Redacted]

At today's Staff Meeting, the Deputy Director stated that he felt the open area in the center of the building ~~could stand some improvement~~ and possibly could be better utilized.

The Deputy Director requested that a study be made <sup>of this subject</sup> ~~for better~~ utilization of this space and requested all members present at the Staff Meeting for any suggestions that they might have.

Lyman B. Kirkpatrick  
Executive Director